



The  
University  
Of  
Sheffield.

International  
College.

# The University of Sheffield International College 2017/18 Application Form

International Foundation Year  
Pre-Masters

[usic.sheffield.ac.uk](http://usic.sheffield.ac.uk)



# Application for enrolment

Please print clearly in English and in BLOCK letters and return your application to your local representative or directly to the Admissions Centre. Please tick boxes where appropriate. Alternatively you can apply online at [usic.sheffield.ac.uk](http://usic.sheffield.ac.uk). Please note all sections are compulsory. We will be unable to issue an offer unless we have full details of the student applying for the programme.

## Local representative information \*Denotes mandatory field – do not leave blank

Representative name*	Branch*
----------------------	---------

## Student details \*Denotes mandatory field – do not leave blank

Family name*		Other names*		
Title	Date of birth* (dd/mm/yyyy)	Age	Gender* M <input type="checkbox"/> F <input type="checkbox"/>	Nationality*
Country of birth				
Home address				
Country		Zip/postcode		
Country you currently live in (if different from home address)				
Email*				
Home telephone number* (including country code)		Mobile telephone number (including country code)		

## Parent/alternative contact details \*Denotes mandatory field – do not leave blank if student is under 18 years of age

Name*		Relationship to student		
Home address* (if different from student address)				
Country*		Zip/postcode*		
Home telephone number (including country code)		Mobile telephone number (including country code)		
Email				

## Payment of tuition fees

Self <input type="checkbox"/>	Parent/guardian <input type="checkbox"/>	Company sponsor <input type="checkbox"/>	Government sponsor <input type="checkbox"/>	(please tick)
Please give full name of sponsor				

## Accommodation

Do you require accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)	The Accommodation Team will contact you following your acceptance of the offer using the email address you have provided in this form. Further information about the available accommodation options can be found at: <a href="http://usic.sheffield.ac.uk/accommodation">usic.sheffield.ac.uk/accommodation</a>
--	--

## Student insurance

You are required to have an adequate insurance policy in place as part of our Terms and Conditions. If you would like to purchase our StudyCare Insurance priced at £8 per week (inclusive of Insurance Premium Tax) please tick YES box below. Otherwise please provide proof of alternative adequate insurance cover.

Do you require StudyCare insurance? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick) If No, please provide proof of alternative adequate cover when you confirm your place.
---

## Medical/disability/special needs

If you have a disability, impairment or medical condition which may affect your studies please provide details below.

--------------

## Additional information

If you have any criminal convictions please provide details below.

--------------

# Previous education and course selection

Please give details of your current or most recent school, college or university.

Please include full transcripts of all your relevant academic qualifications, translated into English.

Institution	Date attended (mm/yyyy)	
<input type="text"/>	From <input type="text"/>	To <input type="text"/>
<input type="text"/>	From <input type="text"/>	To <input type="text"/>

**Previous UK study?** Please ensure you submit all copies of visas with your application as well as copies of previous refusal letter. \*Denotes mandatory field – do not leave blank

Have you previously studied in the UK?\* Yes  No  If Yes, please provide details below

Course studied

Type of visa: Tier 4 General  Tier 4 Child  Student Visitor Visa  (please tick) Visa dates

Have you had a previous UK visa refusal? Yes  No  If Yes, please provide details and a brief explanation below

## For Undergraduate and Postgraduate pathways you must select your route and state your university degree choice.

In order to process your application, **you must nominate a university degree choice**. Progression to a degree is subject to achieving the required grades. Please note that progression degrees and grades are subject to change. For a full list of available degrees, visit [usic.sheffield.ac.uk](http://usic.sheffield.ac.uk)

If you are applying to study at undergraduate level, please complete **Section A**.

If you are applying to study at postgraduate level, please go to **Section B**.

If you require additional English language training, please also complete **Section C**.

## Section A: Undergraduate pathways

When would you like to start? September 2017  January 2018  March 2018

**For International Foundation Year, please select your route and then state your university degree choice**

Business, Social Sciences and Humanities Route  Science and Engineering Route

University degree choice\* (e.g. LLB Law):

\*For a full list of available degrees, visit [usic.sheffield.ac.uk](http://usic.sheffield.ac.uk)

## Section B: Postgraduate pathways

When would you like to start? September 2017  January 2018  March 2018

**For Pre-Masters, please select your route and then state your university degree choice**

Business, Social Sciences and Humanities Route  Science and Engineering Route

University degree choice\* (e.g. MA Politics):

\*For a full list of available degrees, visit [usic.sheffield.ac.uk](http://usic.sheffield.ac.uk)

## Section C: English language training

### English Language Preparation (ELP) for International Foundation Year:

If you have an IELTS 4.0 (minimum 4.0 in all skills) or equivalent, you will need 2 terms of ELP, starting in April or June 2017

If you have an IELTS 4.5 (minimum 4.5 in all skills) or equivalent, you will need 1 term of ELP, starting in June 2017 or September 2017

I would like to start my ELP in: April 2017  June 2017  September 2017

### English for Pre-Masters (EPM):

If you have an IELTS 4.5 (minimum 4.5 in all skills) or equivalent, you will need 2 terms of EPM, starting in April or June 2017

If you have an IELTS 5.0 (minimum 5.0 in all skills) or equivalent, you will need 1 term of EPM, starting in June 2017 or September 2017

I would like to start my EPM in: April 2017  June 2017  September 2017

**Please turn to page 4 to sign the declaration**

# Fees list

## Tuition

Fees are normally reviewed in September each year, but in exceptional circumstances may be revised at any time. Notice of any change will be given in advance.

Programme	Route	Fee
International Foundation Year	Business, Social Sciences and Humanities (3 terms)	£16,230
	Business, Social Sciences and Humanities (2 terms)	£14,980
	Science and Engineering (3 terms)	£17,110
	Science and Engineering (2 terms)	£15,890
English Language Preparation (all start dates) – per term		£4,181
Pre-Masters	Business, Social Sciences and Humanities (3 terms)	£17,250
	Business, Social Sciences and Humanities (2 terms)	£15,080
	Science and Engineering (3 terms)	£17,760
	Science and Engineering (2 terms)	£15,590
English for Pre-Masters (all start dates) – per term		£4,181

## Accommodation

Providing you have confirmed your place by the accommodation deadline you will be allocated a room subject to availability. You may be required to pay a deposit in order to secure your room. In the event of there being no available rooms, we will provide you with information about the alternatives.

For further information please visit: [usic.sheffield.ac.uk/accommodation](http://usic.sheffield.ac.uk/accommodation)

<b>2017/18 guideline rents only (per week)</b>	Ensuite £142 - £165	Studio £163 - £182
--	---------------------	--------------------

## Taxi transfers from airport

You must arrive 24-48 hours prior to the start of your course. We can arrange to meet you at the airport and provide a taxi transfer to your accommodation. Further information will be sent with your confirmation documentation. Please see guide price below:

Manchester £90*	*Guide price only and subject to change.
-----------------	--

## Coach transfers from airport

Study Group are pleased to offer a free coach transfer from Manchester Airport to your accommodation on the following dates: 9th and 10th September. Please tick the relevant box if you would like a free transfer. This service is provided for January and March arrivals, too. For further details please see your Pre-Arrival Guide or visit: [usic.sheffield.ac.uk](http://usic.sheffield.ac.uk)

Saturday 9th September 2017 <input type="checkbox"/>	Sunday 10th September 2017 <input type="checkbox"/>
--	---

## Confirmation procedure

After you have sent your completed application form and supporting documents to the Admissions Centre, you will receive your conditional or unconditional offer of a place.

**To confirm:** **Step 1:** Return your signed acceptance forms to the Admissions Centre with your confirmation payment.  
**Step 2:** We will send you a confirmation pack, confirming your place at your chosen centre.

**Where a Visa is required:** **Step 3:** Tuition Fee Deposit will be required before we issue your Visa application information, see below.

<b>Confirmation Payment information</b> <i>(This payment can be combined with the Tuition Fee Deposit below)</i>	
£1,200 which includes:	
<b>Administration Fee</b> (non-refundable)	<b>£200</b>
<b>Security Deposit</b> (refundable at the end of the course)	<b>£1,000</b>
<b>Tuition Fee Deposit</b>	<b>£6,000</b>
<b>Accommodation Fee, Airport Transfer Fee, StudyCare Insurance</b>	<i>(Where applicable - details of this can be found in your payment plan)</i>
Payments can be made in a variety of ways (including offline bank transfers) via our online payment platform. Your access details will be included in your offer letter.	

Additional payments may be required prior to commencing your studies. Please refer to our Terms and Conditions for further details.

# Declaration

## How did you hear about us?

Choose one of the following:

Agent <input type="checkbox"/>	Educational Fair <input type="checkbox"/>	Friend/relative recommendation <input type="checkbox"/>	Website <input type="checkbox"/>	Other <i>(please specify)</i>
--------------------------------	---	---	----------------------------------	-------------------------------

## Fee status

Please tick the box below to confirm that you have been living outside the EU for the last 3 years. If you have been living in the EU or are unsure please leave it blank.

I confirm that I have been living outside the EU for the last 3 years

For more information on fee status, please refer to the UKCISA website:

[www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics](http://www.ukcisa.org.uk/Information--Advice/Fees-and-Money/Home-or-Overseas-fees-the-basics)

## Undertaking – by the student (if over 18), parent, legal guardian or sponsor

I apply to enrol the person named as a student of the University of Sheffield International College (USIC). I undertake to pay all tuition and accommodation fees incurred by the student as they become due in accordance with the USIC Terms and Conditions and, where relevant, either to give the required notice of cancellation or to pay the required fees in lieu of notice.

By ticking this box I confirm the following:

- I am the student, or their parent or legal guardian (if the Student is under 18 years of age), or have the full and express authority and consent of the Student to submit this application on their behalf.
- All information submitted in the admission process – including this application and any other supporting materials – is factually true and honestly presented.
- I have advised you of any medicines currently being taken, or any on-going medical condition.
- I understand that I may be subject to a range of possible disciplinary actions should the information I have confirmed above be false.

Full name *(signatory)*

Date *(dd/mm/yyyy)*

## Before sending the application form, please check that you have:

- completed the form in full including the degree aim and your email and telephone number and checked for accuracy
- if choosing StudyCare, please confirm that you have read the policy document at [www.studygroup.com/studycarepolicy](http://www.studygroup.com/studycarepolicy) and the Status Disclosure document at [www.studygroup.com/StatusDisclosure](http://www.studygroup.com/StatusDisclosure)
- enclosed proof of alternative insurance policy, if relevant
- enclosed certificate and full transcript for all your relevant qualifications, including certified English translations
- enclosed a Certificate for a Secure English Language Test such as IELTS or Trinity (if available)
- enclosed a copy of the relevant pages of your passport
- enclosed your sponsor letter (if applicable)
- enclosed a copy of any UK visas and evidence of previous academic study in the UK (if applicable)

Any offer will be made subject to acceptance of our terms and conditions, which can be read on our website: [usic.sheffield.ac.uk/apply](http://usic.sheffield.ac.uk/apply)